



# KANSAS GOVERNOR'S GRANTS PROGRAM NON-DISCRIMINATION POLICY

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## **Notice of Prohibited Discrimination:**

It is the policy of the Kansas Governor's Grants Program (KGGP) that all individuals have the right to participate in employment, programs, and activities operated by the KGGP and KGGP Subgrantees regardless of age and perceived or actual race, color, national origin, sex, religion, sexual orientation, gender identity, and disability. As a condition of state and/or federal grant funding, the KGGP agrees to operate in compliance with the following statutes and regulations and all other regulations implementing the same:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in the delivery of services and which entails taking reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access to funded programs or activities. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. (42 U.S.C. § 2000d), and the Department of Justice (DOJ) implementing regulations at 28 C.F.R. Part 42, Subpart C;
- The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. § 10228 (c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
- Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35;
- Title IX of the Education Amendments of 1972, which prohibit discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 54;
- The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I;
- Executive Order 13,559, amending Executive Order 13,279, and the DOJ implementing regulation, Partnerships with Faith-Based and Other Neighborhood Organizations 28 C.F.R. pt. 38 (prohibiting discrimination in federally assisted social service programs based on religion in the delivery of services or benefits);

- The Victims of Crime Act (VOCA) of 1984, which prohibits discrimination on the basis of race, color, national origin, religion, sex, or disability (34 U.S.C. § 20110(e) *et seq.*); and
- Violence Against Women Act (VAWA) of 1994, as amended, 34 U.S.C. § 12291(b)(13) (prohibiting discrimination in programs either funded under the statute or administered by the Office on Violence Against Women, both in employment and in the delivery of services or benefits, based on actual or perceived race, color, national origin, sex, religion, disability, sexual orientation, and gender identity) (referring to the Safe Streets Act for enforcement).

The KGGP complies with all gubernatorial executive orders including but not limited to the following.

*Kansas Executive Order 19-02* ([EO 19-02](#)) expressly requires all hiring must be on the basis of individual merit and qualifications and expressly prohibits discrimination based on race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position.

*Kansas Executive Order 18-04* ([EO 18-04](#)) requires state agencies comply with all state and federal employment discrimination laws prohibiting sexual harassment and retaliation in the workplace; establish agency policies regarding sexual harassment, discrimination, retaliation, confidentiality and anonymous reporting, applicability to intern positions, and training of the policy; and conduct annual mandatory training seminars for all staff, employees, and interns in regard to the office regarding the policy against sexual harassment, discrimination, and retaliation, and shall maintain a record of attendance.

In addition to the protections listed above, these laws prohibit the KGGP from retaliating against an individual for taking action or participating in action to secure rights protected by these laws.

### **How to File a Complaint:**

If anyone believes the KGGP or a Subgrantee has discriminated against an employee, a client, a customer or a program participant, or anyone else, and/or if an employee or subgrantee receives a complaint of alleged discrimination, please notify the KGGP's Civil Rights Liaison by e-mail, letter, telephone, or fax:

Kansas Governor's Grants Program  
 Civil Rights Liaison: Erica Haas  
 900 SW Jackson St.  
 Landon State Office Building, Room 304 North  
 Topeka, KS 66612  
 Telephone: 785-291-3205  
 Fax: 785-291-3204  
 e-mail: [erica.haas@ks.gov](mailto:erica.haas@ks.gov)

Or notify:

Office of Justice Programs  
 Office for Civil Rights  
 810 7<sup>th</sup> Street NW  
 Washington, DC 20531

<https://ojp.gov/about/ocr/complaint.htm>

Telephone: 202-307-0690

Fax: 202-616-9865

TTY: 202-307-2027

The KGGP Civil Rights Liaison will provide written acknowledgement of receiving the complaint, will coordinate the complaint process, and will urge the charging party to file a complaint with the Kansas Human Rights Commission (KHRC) and/or for employment discrimination claims, the Equal Employment Opportunity Commission (EEOC) and the Office for Civil Rights (OCR). Additionally, the KGGP Civil Rights Liaison will advise the charging party that a complaint must be filed with KHRC and EEOC within either 180 days or one year from the date of the alleged violation, depending on the relevant statute, in order to protect the charging party's rights.

The KGGP Civil Rights Liaison will request the charging party provide the following information when making a complaint:

1. Date of alleged discrimination;
2. Protected class claimed;
3. Written detail of the alleged discrimination; and
4. A signature attesting to the facts alleged.

In no later than five business days after receiving a complaint in the form described above, the KGGP Civil Rights Liaison will refer the complaint in writing by e-mail to the KHRC and/or for employment discrimination claims, the EEOC, and/or the OCR depending on the nature of the complaint. The KGGP Civil Rights Liaison will, along with the submission of the complaint, submit a request to be notified of the findings of the relevant agency/agencies. The KGGP will not conduct an independent investigation but will assist the relevant investigative agency/agencies in the investigation as requested.

#### **Public Notification:**

The KGGP shall make available the KGGP Non-Discrimination Policy (Policy) to all KGGP employees, program beneficiaries, and Subgrantees. The Policy is to be included with information materials given to all new KGGP employees and posted on the KGGP's website. Non-discrimination clauses and a link to the Policy will be incorporated in all agreements, award packets, and contracts that operate with the KGGP.

The KGGP will ensure that Subgrantees have procedures in place for responding to any discrimination complaints that they receive from beneficiaries by requiring such procedures to be provided in writing to KGGP, and by including such requirement in grant assurances. KGGP employees shall conduct annual civil rights compliance reviews of all Subgrantees.

#### **Required Training**

The KGGP Administrator and Attorney shall provide annual training on civil rights laws, complaint procedures, and non-discrimination obligations to KGGP employees and Subgrantees. This includes providing training, on behalf of the Kansas Criminal Justice Coordinating Council (KCJCC), to the KGGP employees who staff the KCJCC and to Subgrantees of grants the KCJCC oversees.

The training will include an overview of complaint policies and procedures, including staff responsibility to refer discrimination complaints from program beneficiaries and Subgrantees to the appropriate agencies listed above and to the designated Civil Rights Liaison. KGGP employees will sign a form certifying receipt of the Policy and completion of Policy training. KGGP employees will receive Policy training within 60 days of start date.

KGGP staff shall provide civil rights training, one time per grant period, to all Subgrantees. The training addresses the applicable civil rights laws and the Subgrantees' responsibility to notify employees and beneficiaries of non-discrimination practices, to have a policy to process civil rights complaints, and to designate a civil rights liaison. Attendance at the training is a condition of receiving a federally funded subgrant award.

All trainings shall be documented by the KGGP including a copy of the written material provided, the date of the training, and a list of attendees.



Juliene Maska  
KGGP Administrator

Policy Adopted August 2019  
Revised April 2020  
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